

Personnel

Payroll Regulations

Absence Without
Leave**POLICY:**

- .01 An employee who is absent without permission for 5 consecutive scheduled workdays is presumed to have abandoned the job and is subject to termination for cause from Laboratory employment according to the procedure described in .05-.06 below. This termination process is an exception to the adverse action procedures described in AM 112, Discipline Policy and Procedures. One or more instances of absence without leave of *less than 5* consecutive workdays per instance may result in disciplinary action according to the provisions of AM 112.

ONE WORKDAY:

- .02 If the employee or a representative acceptable to the group-level manager fails to contact the immediate supervisor or the group-level manager before the end of the scheduled work shift ~~&~~ and fails to obtain the supervisor's or manager's approval for the absence, the group-level manager may place the employee on leave without pay and may notify the employee's division-level manager as soon as is practicable. Record absence as "AW," absence without leave, on the time and effort report.
- .03 If ~~&~~ extenuating circumstances later appear to justify the absence and the reason for not reporting it, the group-level manager may amend the time and effort report to show the appropriate authorized leave.

AFTER 5 WORKDAYS:

- .04 If the employee remains absent without permission through 5 consecutive scheduled workdays, the employee's group-level manager must notify the appropriate division-level manager and must initiate a termination as described in .05-.06.

Termination

- .05 The employee's group-level manager, with assistance from the Employee Relations Group (HR-2), is responsible for issuing a Notice of Intent to Terminate and ensuring that the Notice is delivered to the employee or that an attempt at such delivery is made. The Notice of Intent to Terminate provides the employee a minimum of 5

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working days to respond orally or in writing to the appropriate division-level manager.

- .06 After expiration of the response period or evaluation of the employee's response, if any, the division-level manager gives the employee written notice of the final decision on termination. If the decision is to terminate, the written notice states the effective date of the termination and states the employee's right to pursue the Laboratory formal review procedure by sending a written request to HR-2 within 30 calendar days after the employee's receipt of the notice. See [AM 111](#), *Employee Complaints*.